



# MINUTES

## Service Committee of the Legislative Council

December 11, 2001

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### MEMBERS PRESENT:

Representative Christopher Rants, Chairperson  
Senator Mary Kramer, Vice Chairperson

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## MEETING IN BRIEF

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Organizational staffing provided by:  
Diane Bolender, Director  
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Minutes prepared by:  
Ed Cook, Legal Counsel  
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- I. Procedural Business.
  - II. Personnel Reports.
  - III. Budget Issues.
  - IV. Court Appointed Special Advocate Program.
  - V. Early Out Incentive Program for Legislative Employees.
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## **Service Committee of the Legislative Council**

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### **I. Procedural Business.**

The members of the Service Committee of the Legislative Council met on Tuesday, December 11, 2001, in Room 116, State Capitol, Des Moines, Iowa, from 9:07 a.m. to 10:15 a.m. Lacking a quorum, the Committee took no formal action but did make recommendations to the Legislative Council for approval.

### **II. Personnel Reports.**

#### **A. Legislative Fiscal Bureau.**

The Service Committee received and filed the December 2001 personnel report from the Legislative Fiscal Bureau and the members present recommended that the following employees be promoted:

- Ms. Beth Lenstra, from Legislative Analyst III, grade 35, step 6, to Senior Analyst, grade 38, effective January 2002.
- Mr. Russ Trimble, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, grade 29, effective January 2002.
- Ms. Robin Madison, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, grade 29, effective January 2002.
- Ms. Jennifer Dean, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, grade 29, effective January 2002.

#### **B. Legislative Service Bureau.**

The Service Committee received and filed the December 2001 personnel report from the Legislative Service Bureau and the members present recommended:

##### **1. That the following employees be promoted:**

- Mr. Robert Samson, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective December 2001.
- Ms. Jessica Clark, from Publications Assistant, grade 21, step 3, to Assistant Editor 1, grade 24, step 1, effective December 2001.
- Ms. Teresa Vander Linden, from Assistant Editor 1, grade 24, step 2, to Assistant Editor 2, grade 27, step 1, effective January 2002.
- Mr. Sandra Nabholz, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective February 2002.
- Ms. Nancy Westbrook, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective February 2002.
- Ms. Heather Kaufman, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective March 2002.
- Mr. Matt Kruse, from Finance Officer 2, grade 27, step 3, to Senior Finance Officer, grade 31, step 1, effective March 2002.
- Ms. Kathy Wesely, from Finance Officer 1, grade 24, step 3, to Finance Officer 2, grade 27, step 2, effective March 2002.

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### **2. That the following employee be reclassified:**

- Ms. Rhonda Fowler, from Legislative Document Technician 2, grade 22, step 1, to Publications Assistant, grade 21, step 2, effective December 2001.

### **C. Legislative Computer Support Bureau.**

The Service Committee received and filed the December 2001 personnel report from the Legislative Computer Support Bureau and the members present recommended that the following employee be promoted:

- Mr. John Rafdal, from Computer Systems Engineer II, grade 32, step 4, to Senior Computer Systems Engineer, grade 35, step 3, effective March 2002.

### **D. Office of Citizens' Aide/Ombudsman.**

The Service Committee received and filed the December 2001 personnel report from the Office of Citizens' Aide/Ombudsman and the members present recommended that the following employee be hired at an advanced grade and step:

- Ms. Jeri Burdick Crane, at Finance Officer II, grade 27, step 2, effective December 2001.

Mr. Bill Angrick, the Citizens' Aide, introduced three new employees: Robert Anderson, Elizabeth Hart, and Jeri Burdick Crane.

## **III. Budget Issues.**

### **A. Nonpartisan Staff Agencies.**

The members of the Service Committee in attendance recommended that the Legislative Council approve the proposed budget reductions for the fiscal year beginning July 1, 2001, pursuant to section 2.12 of the Code, as submitted by each of the following agencies:

Legislative Fiscal Bureau  
Legislative Service Bureau  
Legislative Computer Support Bureau  
Office of Citizens' Aide/Ombudsman

The members of the Service Committee in attendance recommended that the Legislative Council approve the proposed budget and budget allocations for the fiscal year beginning July 1, 2002, pursuant to section 2.12 of the Code, as submitted by each of the following agencies:

Legislative Fiscal Bureau  
Legislative Service Bureau  
Legislative Computer Support Bureau  
Office of Citizens' Aide/Ombudsman

Ms. Diane Bolender, Director of the Legislative Service Bureau, described problems in the current process for distribution of free legal publications to state agencies and other entities. The free distribution listing is enacted in section 18.97 of the Iowa Code. She noted that the

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Bureau hopes to undertake a project in the next year to improve the efficiency and effectiveness of this distribution process.

### **B. Professional Organization Expenditures.**

The members of the Service Committee in attendance recommended that the Legislative Council approve the expenditure from the appropriation in Code section 2.12 of the following amounts relating to membership in the following national professional organizations serving legislators and legislative staff, for the fiscal year beginning July 1, 2002, and ending June 30, 2003:

Council of State Governments	\$ 91,690
National Conference of State Legislatures	\$110,166
Commission on Uniform State Laws	\$ 29,290

The members present also discussed, but deferred action, on whether to recommend an additional expenditure for the National Conference of Insurance Legislators.

### **IV. Court Appointed Special Advocate Program.**

The members of the Service Committee in attendance recommended that the Legislative Council approve a resolution authorizing the Office of Citizens' Aide to employ and supervise the employees performing the administrative functions of the Court Appointed Special Advocate Program and to perform the program's administrative functions for an initial period until June 30, 2002, which period can be extended for up to an additional 12 months.

### **V. Early Out Incentive Program for Legislative Employees.**

#### **A. Discussion.**

The Service Committee received a report from Mollie Anderson, Director of the Department of Personnel, concerning the operation of the early out incentive program for the executive branch and how it might be made applicable to legislative branch employees. Members of the Service Committee discussed the adoption of the program for legislative employees and considered what changes could be made to the program to take into account the unique time schedule for the Legislature. Both Chairperson Rants and Vice Chairperson Kramer expressed the need to modify the program so that persons participating in the program would not leave employment until after the 2002 Regular Legislative Session is completed.

#### **B. Recommendation.**

The members of the Service Committee in attendance recommended that, pursuant to the requirements of Senate File 551, the Legislative Council approve and provide an early out incentive program for legislative branch employees consistent with the program provided for executive branch employees and as provided in this paragraph. Eligible legislative branch employees shall provide notice of their intent to participate in the program by January 31, 2002. However, recognizing the unique time calendar and workload requirements for legislative branch employees, legislative branch employees agreeing to participate in the program shall be required to terminate permanent employment on May 9, 2002. The

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Chairperson and Vice Chairperson of the Legislative Council shall direct the implementation of the program for legislative branch employees and shall seek assistance from the Department of Personnel in administering the program.

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